

INSTRUCTOR GUIDE

NAVY COLLEGE PROGRAM

Enabling Objective:

After completion of this training, the instructor will be able to to explain the benefits of the Navy College Program to Sailors and explain the elements of the SMART transcript.

Preparation Materials:

- A. Information Sheet 1.1.1, Navy College Program
- B. Information Sheet 1.1.2, How to Read the Summary
- C. Information Sheet 1.1.3, Frequently Asked Questions on SMART
- D. Information Sheet 1.1.4, How to Read the Rating Road Map
- E. Information Sheet 1.1.5, Frequently Asked Questions on Navy College Program
- F. Information Sheet 1.1.6, RTC Graduates
- G. Information Sheet 1.1.7, "A" School Graduates
- H. Information Sheet 1.1.8, C/F/G School Graduates
- I. Handout 1.1.1, SMART Summary Transcript
- J. Transparency 1.1.1, Navy College Program
- K. Transparency 1.1.2, NCP, New Components
- L. Transparency 1.1.3, Navy College Program

Instructor Preparation:

- A. Review Navy College Program Preparation Material
- B. Time to Complete: Approximately 50 Minutes

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DISCUSSION POINTS:

1. Introduction

- A. This training is designed to prepare the instructor to explain the Navy College Program to the Sailor and to answer questions related to the SMART transcript.
- B. The Navy College Program is the single system that Integrates all components of Voluntary Education.
- C. All together, the components of the Navy College Program can best serve the needs of our mobile Sailors. With the Navy College Program, we can provide uncomplicated access to information that will help them along the path to a degree, access to education no matter where they serve, and transferability of their college credit.

RELATED INSTRUCTOR ACTIVITY:

Handout Navy College Program Information Sheet 1.1.1, Navy College Program

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2. Navy College Program:

- A. CNO has signaled a cultural change with incorporation of education into each Sailor's career as a part of life-long learning.
- B. The Navy College Program makes it visible to all Sailors that, by being in the Navy, they can earn college credit for work experience and training and have a simplified path to an Associate or Bachelor's degree.
- C. The Navy College Program supports the four R's: Recruiting, Readiness, Retention, and Respect
 - (1) signals Navy's commitment to education, improving Navy's enlistment appeal;
 - (2) demonstrates to high school guidance counselors, parents and applicants that Navy service and achieving a college degree are compatible;
 - (3) enables Sailors to apply themselves to new situations and challenges and better prepare themselves for advancement;

Show Transparency 1.1.1

Navy College Program

A single system that provides opportunities for college degrees by providing academic credit for Navy training, work experience, and off-duty education for Sailors.

Mission: To enable Sailors to obtain a college degree while on active duty.

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(4) builds up Sailors' self-image and improves how they see themselves within the Navy organization;

(5) produces higher quality Sailors who feel better about themselves and the Navy.

D. The Navy College Program is geared towards enlisted Sailors. However, Navy College Program components (academic advice, Tuition Assistance, Program for Afloat College Education, Defense Activity for Non-Traditional Education Support and Academic Skills) are also available to officers.

3. Navy College Program Components

A. **Navy College Learning Centers** are designed to provide refresher English, math, and reading skills to the Sailor. Higher level math and science is available to not only to refresh the Sailor's skills but to enhance them as well.

B. **Servicemembers Opportunity College Navy (SOCNAV)**

(1) Has been expanded to provide Sailors access to more colleges and universities that accept college credit received from Navy training and rating work experience.

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- (2) There are currently 80 fully accredited colleges that offer associate and bachelor's degree programs at Navy installations worldwide, both ashore and afloat.
- (3) The goal is to aim for maximum credit toward a rating related degree program.
- (4) These partnerships will simplify the process of applying for admissions, enrollment, eliminate or reduce residency requirements.
- (5) Provide academic counseling throughout the degree program.

B. **Tuition assistance** provides assistance to active duty members who are pursuing off-duty education at colleges and universities.

C. **Navy College Program for Afloat College Education (NCPACE)** will provide the Sailor an opportunity to take courses at sea for not cost except for the price of the textbooks.

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D. **DANTES** continues to make available credit-by – examination tests such as CLEP at no cost to the Sailor. The Sailor may earn college credit depending on the test score and the college attending. Academic counseling is available in helping the Sailor determine which tests can move closer to the goal.

E. **Sailor/Marine American Council on Education**

Registry Transcript (SMART) is an academically Accepted document, approved by ACE, to validate a Sailor's military occupational experience and training And provide corresponding ACE credit Recommendations.

- (1) The primary purpose of SMART is to assist service members in obtaining college credit for their military experience by documenting military experience and training along with recommended corresponding ACE credit.
- (2) Sailors on active duty can request an "individual" (unofficial) copy of their transcript through their local Navy College Office or from the Navy College Center in Pensacola. An "official" copy of the transcript can be forwarded to an academic institution with a signed request.

Refer to Handout 1.1.1, Sample Summary Transcript Information Sheet 1.1.2, "How to Read the Summary" and explain each element.

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- (3) All active duty Sailors and Marines, enlisted/officers, reserve personnel and Sailors/Marines who separate or retire after 1 Oct 99.
- (4) In addition to military occupations and training, SMART lists college level exams with ACE credit recommendations.
- (5) SMART products include: Official transcript, individual or unofficial transcript, a summary of recommended credit which includes SOCNAV course codes where applicable, and other academic institution page which lists those courses taken on active duty (to include Tuition assistance, PACE, and Community College of the Air Force CCAF courses).
- (6) Official and Individual Transcripts contain:
 - (a) Occupations held
 - (b) Courses completed
 - (c) College level examinations completed
 - (d) Ace recommendations
 - (e) Other learning experiences

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- (7) Corrections to SMART transcripts for the Navy
 - (a) To correct personal information contact the local PSD office.
 - (b) To correct military course data, send documentation to the Navy College Center, Page 4 or course certificate.
 - (c) The Navy College Center will update the SMART Occupational database if historical military experience is incorrect.
 - (d) To correct college level test scores, contact a local Navy College Office
 - (e) For other learning experiences 1-877-253-7122
 - (f) Contact CCAF Registrar for CCAF corrections.

Review Information Sheet 1.1.3 “Frequently Asked Questions on SMART” and ensure instructors understand each question and answer.

- F. **American Council on Education (ACE)** evaluates Navy training courses that are more than 45 days in Instructional length, for possible college credit. It is Expected that by Sept 2000, 100% of Navy initial skills Training will be evaluated by ACE and approximately 70% of follow-on training.

Review Information Sheet 1.1.4, “ How to Read the Rating Road Map” and explain each element to the instructor.

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G. **Rating Specific Roadmap** is a document that indicates ACE recommended credit for Navy occupational experience and training courses. The Roadmap of today is divided into three sections:

- (1) Military Progression represents the credit a Sailor may earn by progressing in rank.
- (2) Initial Skills Training represents courses that are taken to establish basic skills for a designated rating.
- (3) Follow-on Training represents additional courses that are available to personnel within a given rating. A Sailor of that rating may take a selection of those courses during his/her career.

H. Roadmaps of the future will be provided by the university or college the Navy is partnered with. They will provide an educational goal and an agreed upon path to accomplish that goal.

I. Roadmaps may be found on web site
www.navycollege.navy.mil.

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4. Navy College Center (NCC)

- A. Sailors may receive advice, academic counseling and other services through the Navy College Center. Advice includes information on college preparation, college credit, college programs, financial assistance and academic advice.
- B. The NCC will also offer links to related web sites for additional assistance.
- C. Sailors will have access to information through the NCC web site which is available 24 hours a day, seven days a week. Sailors may email their questions and will receive a direct response.

5. Conclusion

- A. The Navy College Program is a single system that integrates all components of off-duty education, providing academic credit for Navy education and training and career-long academic advice and support. All components currently available, from SOCNAV to DANTES and Tuition Assistance, will continue with the same roles that they have today. What is different is the integration of these components into a system that encourages participation throughout a Sailor's career.

Show Transparency 1.1.2

<p style="text-align: center;">Navy College Program NEW Components</p>
<ul style="list-style-type: none">• Navy College Center<ul style="list-style-type: none">– academic advice available to all Sailors 7 days a week, 15 hours a day (0600-2100 CST)– toll free telephone number: 1-877-253-7122 or DSN 922-1828– e-mail– web site: www.navycollege.navy.mil

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- B. The Navy College Program provides visibility of college credit earned by issuing summary transcripts at basic training and “A” and “C” school graduations to serve as a beacon to focus attention on potential college credit earned and attract Sailors to take advantage of additional Voluntary Education opportunities. It also institutes increased opportunities for academic advice.
- C. Choice remains the cornerstone of the Navy College Program. Many Sailors may want to pursue a rating-related program as the quickest route to a degree; other Sailors may choose to pursue other degrees within the Liberal Arts or Sciences. The Navy College Program supports either option.

6. Summary

Show Transparency 1.1.3

Navy College Program

- Every Sailor is eligible
- Every Sailor gets a plan
- Every Sailor’s progress is recorded
- Every Sailor is advised
- Every Sailor is encouraged

And . . . Every Sailor is a student !

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Review to Information Sheet 1.1.5, “Frequently Asked Questions (FAQ) for the Navy College Program” and ensure all instructors understand each question and how to respond to the Sailor or Marine.

Refer to Information Sheet 1.1.6, RTC Graduates, Information Sheet 1.1.7, “A” School Graduates and Information Sheet 1.1.8, C/F/G Training Graduates and ensure instructors are aware of the information contained in each.

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